



The Hampshire School  
C H E L S E A

**Risk Assessment for operations in school when dealing with Coronavirus**

**Date:** 16 April 2021    **Completed by:** Dr Edmonds (Head)    **Review Date:** Will be reviewed in line with government advice and staff recommendations.

**Summer Term 2021 (20 April 2021).**

**Reopening occurred 8 March 2021 for all the children at The Hampshire School Chelsea, Nursery – Year 8.**

This document sets out the arrangements for the reopening and continued educational provision of The Hampshire School Chelsea and the risk assessment to support the children's smooth transition back to school and to maintain their safety and wellbeing.

From the 8 March, lessons were run as detailed in the 2020-2021 Class timetables, copies of which have been uploaded to the Parent Portal on the school website.

**Prevention**

All children should wash their hands immediately before leaving home. There are mandatory hand sanitisation stations upon entry to the school building and all parents are kindly requested to drop off and collect their child from the designated points. This is to support social distancing of 1 metre. Staff, and pupils in Year 7 and Year 8 must wear a face covering in corridors and when social distancing of less than 1 metre cannot be maintained in the classroom. The wearing of a face covering (face masks) in primary schools up to Year 6 is not recommended but children may opt to wear a face covering if it supports their mental wellbeing.

The children will routinely wash and sanitise their hands throughout the day. Help will be available for any children who require support in cleaning their hands independently. Pre-School and Pre-Prep children will be supervised during hand washing. The school's cleaners have been appropriately briefed regarding the cleaning standards required with regular cleansing of frequently-touched surfaces including: hand basins, toilets, door handles, handrails, table tops, toys, play equipment and electronic devices. Classroom play equipment, resources and garden play equipment will be cleaned between groups of children using them, and multiple groups will not use the equipment simultaneously. Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts), must not be brought to school. Children who carry epi-pens and auto-injectors must carry them as normal. The large play structure top tier will be out of bounds.

### **Covid-19 Staff Testing Regime**

The staff have been tested twice weekly throughout the Spring term and will continue to be tested according to this pattern to ensure the safety of the community. The school keeps an internal log of test results. From 3 March 2021, staff have tested twice weekly at home, using supplied 'Home Testing Kits' and report their Covid-19 test result to the school and NHS Track and Trace. If they test positive for Covid-19 whilst at home they and their household must self-isolate immediately, order, and use a PCR test to confirm the result and continue to isolate until they test negative.

### **Year 7 and Year 8 Testing**

During the first week back to onsite learning, pupils in Year 7 and 8 took a Covid-19 test three times throughout the week. The school has provided home testing kits to pupils in Year 7 and Year 8 and offered guidance to parents and children on the administration of test.

### **Nursery - Year 6 Testing**

Children in Nursery to Year 6 do not require a Covid-19 test unless they have been in contact with a person who has tested positive or are returning from overseas (please see the guidance under the heading Travelling from Overseas).

### **Parent meetings onsite**

Parents are very welcome to attend an appointment with any member of staff onsite assuming that they have arranged a scheduled appointment, are able to show evidence of a recent Covid-19 negative test (within 48 hours of the visit), wear a face covering, and remain socially distant (1 metre) from staff and children. Parents can be tested at school with a LFT prior to their scheduled appointment. Otherwise, virtual meetings will continue.

### **Separation**

It is understood by all that schools cannot guarantee strict social distancing at all times for the very young but the following measures will be in place:

The children will be in 'bubbles' for all lessons and play times. The 'bubbles' are Pre-School and Year 1, Year 2 and Year 3, Year 4 and Year 5, Year 6 - Year 8 with designated routes and toilet facilities. Access to the outdoor play space for teacher-directed learning activities, and breaks, will be by a rota system with the children using clearly marked pathways to ensure 'bubbles' do not mix. Social distancing measures will continue to be encouraged during play times as well as the management of group numbers.

The children will be taught in their year groups.

Before and after-school care provision will resume from 8 March 2021 with the children grouped in 'bubbles'.

### **Clubs**

We can assure parents that the protocols of keeping to our 'bubbles', Covid-19 testing and other safety measures as detailed in this Risk Assessment, will be complied with in full by all activity providers.

### **Travelling from Overseas**

We are making the right decisions in light of the children's and our community's safety and a successful return to school. Consequently, we will be following the government's guidance on people returning from overseas which states that; "Anyone who is not a British or Irish national, or who does not have the right to reside in the UK, who has travelled from or through a 'red list' country in the previous 10 days, is not permitted to enter the UK will be told not to travel. Further, we will be cautious with regard to a child returning to school if we suspect that a family has diverted their route to the UK from a 'red' region.

Where pupils (and their parents, guardians or family members) meet the UK entry requirements and have travelled from or through a 'red list' country in the previous 10 days, they must quarantine in a managed quarantine hotel for 10 days. Pupils travelling to England from other, non-red, list countries will need to quarantine at their place of residence or other suitable location. Evidence of a negative Covid-19 test result on days 2 and 8 after arrival supports the UK's genomic sequencing programme.

### **Test and Release**

Please follow the link with regard to the guidance for Test and Release.

<https://www.gov.uk/guidance/coronavirus-covid-19-test-to-release-for-international-travel>

### **Virtual Learning**

We will be encouraging parents to send their child to school but from time to time, some pupils will not be able to return due to shielding vulnerable adults

self-isolating or residing overseas. For these children we will provide virtual access to the 'live' lessons in school and, where feasible, resources on Google Classroom including reference to homework tasks. For some PE lessons, and children in Pre-School, a pre-recorded lesson may be provided to further support their learning.

### **School Bus Service**

The minibus service has resumed. Children using the bus must wear a face covering.

### **Absence**

The school must be notified using the [info@thehampshireschoolchelsea.co.uk](mailto:info@thehampshireschoolchelsea.co.uk) email address, copied to the Form Tutor and/or a telephone call to the school, if a child is unwell and unable to attend school.

### **Virtual Meetings with Parents**

Parent meetings will be via Google Hangout and will continue fortnightly until further notice.

### **The school's response to a suspected case of Covid-19**

- Anyone who becomes unwell with a new, continuous cough or a high temperature in the setting, will be sent home and advised to take a Covid-19 test. A PCR Test must be booked within the first 24 hours after developing symptoms.
- If a child is awaiting collection, they will be moved to the medical room.
- PPE will be worn by staff caring for the child while they await collection if a distance of 1 metres cannot be maintained (such as for a very young child or a child with complex needs). PPE will be worn by the member of staff supervising.
- The school will remain in daily contact with the symptomatic individual's home to ensure that the test has been arranged/taken and confirmation of the results confirmed and shared with the school.
- Staff/parents must provide details of anyone that they have been in close contact with if they test positive or if asked by NHS test and trace.

### **The school's response to a confirmed case of Covid-19**

- If the child or staff member tests positive, they and their 'bubble' should follow the government guidance 'Stay at home: guidance for households with

possible or confirmed coronavirus (COVID-19) infection’.

- They must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The ten-day period starts from the day when they first become ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.
- Children and staff members (i.e. the ‘bubble’) who are in close contact with the individual who tested positive must book a test and self-isolate for ten days, even if they do not show any Covid-19 symptoms. The other household members of that wider class or group will not need to self-isolate unless the child or staff member subsequently develops symptoms. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.

#### **General checklist for PPE management:**

- Children and staff must be made aware of the risks of wearing face coverings when adjusting the covering on the face. Training by teaching staff must be provided to children on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of (in a bin and not left on a desk or other area).

#### **Social distancing**

- We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 1 metre apart from each other and staff. With regard to Pre-Prep and Prep School children it is important for staff to stress the benefits of social distancing (at least 1 metre) and to maintain the following precautionary measures:
  - Keep to year group ‘bubbles’ where possible.
  - Follow the one-way routes to specialist classrooms and the playground.
  - Remember to frequently hand clean and have good respiratory hygiene practices e.g. using a tissue to catch a sneeze and bin the tissue immediately. If a child is sneezing repeatedly they must be sent home.
  - Minimising contact and mixing



			1	1	2	- Communicate to parents the importance of the government advice on catch it, bin it kill it, stay alert. Any important meeting will take place remotely.	1	1	2
			2	2	4	- Any members of staff with underlying health issues or those within vulnerable groups should make their condition known to the Head. We will consult with PHE for up-to-date information.	1	1	2
			2	2	4	- External community users have been notified of the return and expectations.	1	1	2
			2	2	4	- Those dealing with personal care and children demonstrating symptoms will be provided with PPE	2	1	3
			2	2	4	- Temperature checks on pupils and staff at the beginning and during the school day will only be used where there is a concern of illness.	1	1	2
			2	2	4	- Increased cleaning program.	1	1	2
			2	3	5	Cleaning agents will be provided in classrooms and cleaning of surfaces, handles and potential contact points will take place throughout the day.			
			2	1	3	- Considerations and necessary measures will be taken if there is a need for cross bubble (pod) interaction	1	2	3
			2	1	3	-Staff are briefed and consulted on school procedures and the plans for re-entry of pupils	1	1	2
			2	1	3	- Pupils will be directed from the front of school by a teacher and met at the designated classroom door /entrance by an adult;	1	1	2
			2	1	3	- Entrance doors are held open, reducing the number of occupants touching the doors;	1	1	2

			2	2	4	- Exit doors are held open, reducing the number of occupants touching the doors; Thomas Franks will provide all snacks and lunches. There will be no self-service.; Tables are wiped clean with appropriate disinfectant before and after lunch	1	1	2
			2	2	4	- The Staffroom will be in use but strict directions about a maximum number of staff in this area at any one time applies	1	1	2
			2	2	4	to keep numbers at safe distance from each other	1	1	2
						- If visitors need to enter the building, they will only be permitted at their designated time outside of normal school hours and will be asked to wait outside of the school building until their school contact is available. Prospective parents' tours will occur out of school hours.	1	1	2
<b>Suspected or confirmed case in school (staff or pupil develop Covid-19 symptoms whilst in school building, or later on that day). Symptoms of Covid-19 are a high temperature or a new, continuous cough.</b>	Pupils	Sickness from contracting the virus	2	2	4	- Contact relevant agencies e.g. BV, PHE. Follow the document 'Covid Case in School – Response'	1	1	2
	Pupils from vulnerable groups		2	2	4	- Close classroom for a period of 72 hours where the member of staff or pupil has only had restricted access to that area. If a person displaying the symptoms had access to a number of rooms other than for transitional purposes then all areas accessed should be isolated for 72 hours. This should not be necessary with the creation of 'bubble' classrooms. Cleaning to be completed after 72 hours and before reoccupation of the classroom.	1	1	2
	Staff								
	Staff from vulnerable groups								
	Wider school community								

			2	2	4	<ul style="list-style-type: none"> <li>- In the case of where the pupil may have spent their school day in a number of classrooms, all rooms will be closed.</li> <li>- BV to support schools in form of words for communication to the school community. Schools must not name individuals.</li> <li>- Contact any external groups who have access to the building to notify them of any school closure.</li> <li>- Follow Track and Trace guidance. The staff mute Track and Trace while in school as the setting includes Early Years and thus all staff have a central place for their personal mobile phones which will not necessarily alert contacts regarding positive cases accurately.</li> </ul>	1	1	2
			2	2	4	<ul style="list-style-type: none"> <li>- In the case of where the pupil may have spent their school day in a number of classrooms, all rooms will be closed.</li> <li>- BV to support schools in form of words for communication to the school community. Schools must not name individuals.</li> <li>- Contact any external groups who have access to the building to notify them of any school closure.</li> <li>- Follow Track and Trace guidance. The staff mute Track and Trace while in school as the setting includes Early Years and thus all staff have a central place for their personal mobile phones which will not necessarily alert contacts regarding positive cases accurately.</li> </ul>	1	1	2
<b>Shortage of staff</b>	Pupils		1	2	3	<ul style="list-style-type: none"> <li>- consider combining classes</li> <li>-Where pupil/teacher ratios exceed DFE recommendations– partial closure for certain classes or part time / AM / PM classes.</li> <li>- Alert service to parents to notify them of any exceptional closures due to insufficient staff cover.</li> <li>- explore other options such as remote learning</li> <li>- For pre-school children in Pre-School settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue. Classes should normally be split in half, with no more than 18 pupils per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</li> </ul>	1	1	2
<b>Teacher</b>						<ul style="list-style-type: none"> <li>- consider combining classes</li> <li>-Where pupil/teacher ratios exceed DFE recommendations– partial closure for certain classes or part time / AM / PM classes.</li> <li>- Alert service to parents to notify them of any exceptional closures due to insufficient staff cover.</li> <li>- explore other options such as remote learning</li> <li>- For pre-school children in Pre-School settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue. Classes should normally be split in half, with no more than 18 pupils per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</li> </ul>	1	1	2
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<b>Absence of School Leadership</b>						<ul style="list-style-type: none"> <li>- consider combining classes</li> <li>-Where pupil/teacher ratios exceed DFE recommendations– partial closure for certain classes or part time / AM / PM classes.</li> <li>- Alert service to parents to notify them of any exceptional closures due to insufficient staff cover.</li> <li>- explore other options such as remote learning</li> <li>- For pre-school children in Pre-School settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue. Classes should normally be split in half, with no more than 18 pupils per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</li> </ul>	1	1	2

						Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 18. Singing lessons to have no more than 15 pupils.			
<b>Shortage of support service staff such as Building Supervisor/Cleaning Admin staff resulting in non-delivery of essential services</b>	Pupils Staff		1	2	3	- arrange internal cover including the use of teaching assistants - reassign support staff to key health and safety elements of the school	1	1	2
<b>School meals kitchen closure resulting in no school meals provision.</b>	Pupils	Thomas Franks to provide the catering.	1	2	3	- Communication to parents.	1	1	2
<b>School trips</b>	Pupils Staff Assisting Parents	Contracting the virus	2	2	4	All trips are postponed/cancelled.	1	1	2
<b>Reducing contact point activities</b>	Pupils Staff	Contracting the virus	2	2	4	We have reduced contact situations with management of pupils in pods: - Assemblies and sports activities Also by: - Disinfecting of toys and other play equipment which pupils are in regular contact with. - Social distancing markings around the school site - Creation of 'zones' so children will not come into contact with other groups in school	1	1	2

					<ul style="list-style-type: none"> <li>- One way system created around the school site. Movement to different areas within the schools is reduced as much as possible; Suitable external doors are used to move pupils from one area to another, effectively creating external corridors in the open air;</li> <li>- Designated play spaces ie 'zones'</li> <li>- A set pathway to travel to any physical activities and break through the hall or staircase to the play area maintaining social distancing for Year 2- Year 8.</li> <li>- Top section of the play structure to be out of bounds.</li> </ul> <p>All equipment and resources must be cleaned after each playtime for each year group.</p> <ul style="list-style-type: none"> <li>- Fire places of safety points adjusted to enable social distancing</li> <li>- Minibuses operating with precautions and the wearing of face coverings.</li> <li>- Pupils will all be in school uniform and/or PE kit which means there will be no need to change throughout the day and parents can wash clothing regularly.</li> <li>- Desks spaced as far apart as possible.</li> <li>- Some play equipment will be deemed out of bounds</li> <li>- If parents need to drop off items for pupils, they should be left at the school main entrance for staff to collect</li> </ul>				
<b>Staff Information</b>	Pupils and staff		1	2	3	- Planning has been in place to ensure that staff are up to date on other related guidance and support in relation to themselves and pupils such as stress and wellbeing including:	1	1	2

					<p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></p> <ul style="list-style-type: none"> <li>- In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to pupils;</li> <li>- There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;</li> </ul>				
<b>Fire precautions</b>	Pupils Staff	Death / injury	3	1	4	<p>Evacuation plans including the following have been reviewed:</p> <ul style="list-style-type: none"> <li>- Safe assembly of occupants following social distancing requirements;</li> <li>- Safe exit via the nearest fire exit;</li> <li>- Training occupants of any changes to evacuation;</li> <li>- Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school;</li> <li>- Use of the school has been reduced to enable safe sweeping and evacuation;</li> <li>- All other fire system testing and maintenance has continued as normal.</li> </ul>	1	1	2

<b>Waste disposal measures</b>			2	1	3	<p>- Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>- Put in a plastic rubbish bag and tied when full;</li> <li>- The plastic bag is placed in a second bin bag and tied;</li> <li>- It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>- Waste is stored safely and kept away from children;</li> <li>- Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>- If the individual tests negative, this can be put in with the normal waste;</li> <li>- If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> </ul>	1	1	2
<b>Travel from overseas</b>			2	3	5	<ul style="list-style-type: none"> <li>- Parents to be informed that there is a 10 day quarantine period.</li> </ul>			
<b>Travel to school on the London Tube</b>			2	3	6	<ul style="list-style-type: none"> <li>- Minibuses may be used to transport staff.</li> <li>- Staff should consider all available options to get to work.</li> <li>- Parking permits available to staff with cars.</li> </ul>			

Signed: Dr Edmonds